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**PENNSYLVANIA BULLETIN NO. PA300-9-4**

**February 3, 2009**

**SUBJECT: MGT – Farm Bill Programs Management**

**PURPOSE: To emphasize the use of the ProTracts “Annual Practice Reminder Letter”**

**EXPIRATION DATE:** September 30, 2009

**Background:** NRCS needs to make more efficient use of tools that can help program participants use the funds obligated according to contract terms. Communication is one of these tools and ProTracts has a feature that can help NRCS be more proactive, reduce late practices, better manage design workload and avoid misunderstandings with our customers.

ProTracts has the capability of producing participant specific letters that can remind producers of the conservation practices they need to implement the following year. This tool will be used to enhance communication between the field office staff and the contract holder.

**Directions:** The Supervisory DC will send the “Annual Practice Reminder Letter” generated by Protracts to all contract holders in their team area at the beginning of every fiscal year. The letter is located under the “Manage Letters” option and for its completion the field staff will use the following simple process:

- In Protracts go to Contracts/Manage Contracts/Practices
- Once in Practices, for Program select **All Programs**. For FY select **All**. Select your **County** (If selecting County, don’t need to select Field Office or Location.). For Practices choose **Select All** and click **OK**. Under Planned/Applied choose **Planned Practices**. For the Year select **2009** and click **Add** (This will give you practices scheduled for 2009. To be on the safe side also choose **2008** to capture possible late practices. If you suspect there area additional lingering practices select as many years back as you want. After selecting years click Add.) After the year selection click on **GO**.
- When the list of contracts shows up select **Manage Letters** (top of list blue bar). A new box will open; from the letters box select the **Annual Practice Reminder**.
- When the list of names shows up click **Select All** (top of box) and click **OK**.
- At the “File Download” box click Save and save the document (contains all the letters) to your favorite file. Now open your file, print the letters, sign and mail them.

**Contact:** If you have any questions regarding this process, please contact Noel Soto, at 717-237-2173 or [Noel.Soto@pa.usda.gov](mailto:Noel.Soto@pa.usda.gov).

/s/ Craig R. Derickson

CRAIG R. DERICKSON  
State Conservationist

**DIST: All NRCS Supervisory District Conservationists**

**Cc:** Abe Repine, Assistant State Conservationist for Field Operations  
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